

## **TITLE 515 ADVISORY BOARD OF THE DIVISION OF PROFESSIONAL STANDARDS**

### **Proposed Rule** LSA Document #07-

#### **DIGEST**

Amends 515 IAC 9-1-19 through 515 IAC 9-1-26 to provide for extensions of an emergency permit under certain conditions.

#### **IC 4-22-2.1-5 Statement Concerning Rules Affecting Small Businesses**

The proposed amendments will not impose requirements or costs on small businesses under IC 4-22-2.1-5.

#### **515 IAC 9-1-19**

SECTION 1. 515 IAC 9-1-19 IS AMENDED TO READ AS FOLLOWS:

515 IAC 9-1-19 Instructional emergency permits

Authority: IC 20-28-2-6

Affected: IC 20-28-2; IC 20-28-5-12

Sec. 19. (a) An instructional emergency permit issued after July 1, 2004, is valid only for the school year during which it is granted and expires July 31 of the school year for which it is issued. ~~Until July 1, 2004, this process is guided by the rule for limited license in 515 IAC 1-2-20.~~

(b) To qualify for an instructional emergency permit, the applicant must submit:

- (1) An application for an instructional emergency permit submitted by an employing school superintendent.
- (2) The established fee for the issuance of the license.
- (3) The license being renewed, if applicable.
- (4) Any required evidence of the applicant's criminal history, including fingerprints and Social Security number.
- (5) All necessary evidence of eligibility.
- (6) Any additional documentation.
- (7) An official transcript showing successful completion of a baccalaureate degree from **a regionally accredited** institution ~~approved by the board~~.
- (8) Verification of progress toward meeting the standards in the content area and identification of a program where the applicant can obtain licensure in three (3) years.
- (9) Verification from the employing school superintendent certifying an emergency need for the applicant in the content area(s) or the school setting(s) of the request.
- (10) Verification from the licensing advisor where the program will be completed that the candidate has enrolled in an approved program in the subject area(s)

or school setting(s) of the request and has submitted a written plan for completion of the program; and

- (11) An application for an instructional emergency permit submitted after July 1 during the school year requested, but no later than twelve (12) weeks after the teacher begins actual service. The instructional emergency permit must be submitted no later than April 15 of the school year during which it is requested.

(c) The instructional emergency permit may be renewed at the request of the employing school superintendent every year upon completion by the applicant of six (6) semester hours of course work directed toward an initial license in the emergency permit subject area or school setting or verification of appropriate progress by the licensing advisor where the applicant is completing an approved program.

(d) The renewal of an instructional emergency permit requires the recommendation of the Indiana licensing advisor at the institution where the course work toward a planned program was completed, or a letter of recommendation from the equivalent of a licensing advisor at an ~~IPSB-approved~~ institution in another state.

(e) An applicant may earn a one-time nonrenewable emergency permit for continuing education if they can verify that they have not been employed as a full- or part-time teacher, administrator, or school services personnel, not including substitute teacher, at any time three (3) years prior to the date of application.

(f) The instructional emergency permit may be renewed up to two (2) additional times in the same content area(s) or school setting(s).

(g) A candidate for an initial license who fails to demonstrate proficiency as required by IC 20-28-5-12 and is eligible under IC 20-28-5-12 and this section for a one (1) year, nonrenewable instructional emergency permit if the following criteria are met:

- (1) The candidate holds a baccalaureate degree from a state or ~~IPSB-approved~~ **regionally accredited** institution.
- (2) The candidate has completed an approved teacher education preparation program in the content area requested on the instructional emergency permit.
- (3) The candidate has successfully demonstrated proficiency in all three (3) Praxis I tests, Reading, Writing, and Mathematics.
- (4) The candidate has taken the Praxis II Specialty Area(s) test in the content area(s), but has not successfully passed it.
- (5) Application for the instructional emergency permit is submitted through an employing superintendent who has certified an emergency need for personnel in the subject area(s) or school setting(s) in which the candidate has completed an approved teacher education preparation program.
- (6) The application for an instructional emergency permit must be submitted after July 1 of the school year requested, but no later than twelve (12) weeks after the teacher begins actual service. The instructional emergency permit must be submitted no later than April 15 of the school year during which it is requested.

(h) An instructional emergency permit under subsection (g) is:

- (1) Not renewable.
- (2) Issued only in the content area(s) or school setting(s) in which the candidate has completed an approved teacher education preparation program.

- (i) The holder of an instructional emergency permit under subsection (g):
  - (1) may retake the examination in which proficiency was not demonstrated an unlimited number of times;
  - (2) is advised to seek remediation in order to demonstrate proficiency on the remaining examination; and
  - (3) is advised to contact the institution at which the individual completed the teacher education preparation program for counseling concerning remediation.
- (j) The holder of an instructional emergency permit may qualify for a one (1) year extension based on the following:**
  - (1) The applicant's written statement of the nature of the reason for the applicant's inability to complete the requirements for the regular license for the content area on the emergency permit. If caused by a medical condition of the applicant or a close family member, a written statement by a health professional describing the medical condition, must be included.**
  - (2) A written statement from the applicant's Licensing Advisor supporting the extension based on verification that the individual was not able to complete the renewal requirement stated in Sec. 19(c) of this rule for reasons beyond the candidate's control,.**
  - (3) An application for the emergency permit.**
  - (4) The established fee for the issuance of the permit.**
  - (5) The applicant's Social Security number.**
  - (6) A limited criminal history record on the applicant which complies with IC 20-28-5-9.**
  - (7) Verification from the employing school superintendent certifying that there is no fully certified and highly qualified educator available for the position and that the applicant is the best qualified candidate for the position.**
  - (8) The total number of years that a person can hold an emergency permit may not exceed five (5) years.**

515 IAC 9-1-20 Emergency permits for assistant principal

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 20. (a) An emergency permit for assistant principal issued after July 1, 2004, is valid only for the school year during which it is granted and expires July 31 of the school year for which it is issued.

(b) To qualify for an emergency permit for assistant principal, the applicant must submit:

- (1) An application for an emergency permit for assistant principal submitted by an employing school superintendent.
- (2) The established fee for the issuance of the license.
- (3) The license being renewed, if applicable.
- (4) Any required evidence of the applicant's criminal history, including

fingerprints and Social Security number.

(5) All necessary evidence of eligibility.

(6) Any additional documentation.

(7) An official transcript showing successful completion of a baccalaureate degree from an institution approved by the board.

(8) Verification of a valid proficient practitioner instructional license, a valid standard, provisional, or professional teaching license with two (2) years of full-time teaching experience or the equivalent valid license in another state with two (2) years of full-time teaching experience.

(9) Verification from the employing school superintendent certifying an emergency need for the position of assistant principal and that the applicant has been assigned a mentor as defined by the school district.

(10) Verification from the licensing advisor where the program will be completed that the candidate has enrolled in an approved program for building level administrator and has submitted a written plan for completion of the program. and

(11) An application for an emergency permit for assistant principal must be submitted after July 1 of the school year requested, but no later than twelve (12) weeks after the assistant principal begins actual service. The emergency permit for assistant principal must be submitted no later than April 15 of the school year requested.

(c) The emergency permit for assistant principal may be renewed at the request of the employing school superintendent every year upon completion by the applicant of six (6) semester hours of course work directed toward an administrator license as a building level administrator or verification of appropriate progress as verified by the licensing advisor where the applicant is completing an approved program.

(d) The renewal of an emergency permit for assistant principal requires the recommendation of the Indiana licensing advisor at the institution where the course work toward a planned program was completed.

(e) The emergency permit for assistant principal may be renewed up to two (2) times.

(f) An applicant may earn a one-time nonrenewable emergency permit for continuing education if they can verify that they have not been employed as a full- or part-time teacher, administrator, or school services personnel, not including substitute teacher, at any time three (3) years prior to the date of application.

(g) The holder of the emergency permit for assistant principal is required to successfully complete all assessments unless they have already been successfully completed.

(h) Upon completion of the requirements, the holder of the emergency permit for assistant principal will be issued an initial practitioner administrator license unless the holder has been issued a proficient practitioner administration license in another position.

**(1) The holder of an assistant principal emergency permit may qualify for a one (1) year extension based on the following:**

**(1) The applicant's written statement of the nature of the reason for the applicant's inability to complete the requirements for the regular license for the content area on the emergency permit. If caused by a medical condition of the applicant or a close family member, a written statement**

by a health professional describing the medical condition, must be included.

- (2) A written statement from the applicant's Licensing Advisor supporting the extension based on verification that the individual was not able to complete the renewal requirement stated in Sec. 19(c) of this rule for reasons beyond the candidate's control.
- (3) An application for the emergency permit.
- (4) The established fee for the issuance of the permit.
- (5) The applicant's Social Security number.
- (6) A limited criminal history record on the applicant which complies with IC 20-28-5-9.
- (7) Verification from the employing school superintendent certifying that there is no fully certified and highly qualified educator available for the position and that the applicant is the best qualified candidate for the position.
- (8) The total number of years that a person can hold an emergency permit may not exceed five (5) years.

*(Advisory Board of the Division of Professional Standards; 515 IAC 9-1-20; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1177)*

515 IAC 9-1-21 Emergency permits for building level administrator

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 21. (a) An emergency permit for building level administrator issued after July 1, 2004, is valid only for the school year during which it is granted and expires July 31 of the school year for which it is issued.

(b) To qualify for an emergency permit for building level administrator, the applicant must submit:

- (1) An application for an emergency permit for building level administrator submitted by an employing school superintendent.
- (2) The established fee for the issuance of the license.
- (3) The license being renewed, if applicable.
- (4) Any required evidence of the applicant's criminal history, including fingerprints and Social Security number.
- (5) All necessary evidence of eligibility.
- (6) Any additional documentation, as required by law.
- (7) An official transcript showing successful completion of a baccalaureate degree from an institution approved by the board and completion of twelve (12) semester hours of an approved building level administrator program.
- (8) Verification of a valid proficient practitioner instructional license, a valid standard, provisional, or professional teaching license with two (2) years of full-time teaching experience, or the equivalent valid license in another state with two (2) years of full-time teaching experience.
- (9) Verification from the employing school superintendent certifying an emergency need for the position of building level administrator and that the

applicant has been assigned a mentor as defined by the school district.

(10) Verification from the licensing advisor where the program will be completed that the candidate has enrolled in an approved program for building level

administrator and has submitted a written plan for completion of the program. and

(11) An application for an emergency permit for building level administrator must be submitted after July 1 of the school year requested, but no later than twelve

(12) weeks after the building level administrator begins actual service. The emergency permit for building level administrator must be submitted no later than April 15 of the school year requested.

(c) The emergency permit for building level administrator may be renewed at the request of the employing school superintendent every year upon completion of six (6) semester hours of course work directed toward an administrator license as a building level administrator or verification of appropriate progress by the licensing advisor where the applicant is completing an approved program.

(d) The renewal of an emergency permit for building level administrator requires the recommendation of the Indiana licensing advisor at the institution where the course work toward a planned program was completed.

(e) The emergency permit for building level administrator may be renewed up to two (2) times.

(f) An applicant may earn a one-time nonrenewable emergency permit for continuing education if they can verify that they have not been employed as a full- or part-time teacher, administrator, or school services personnel, not including substitute teacher, at any time three (3) years prior to the date of application.

(g) The holder of the emergency permit for building level administrator is required to successfully complete all assessments unless they have already been successfully completed.

(h) Upon completion of the requirements, the holder of the emergency permit for building level administrator will be issued an initial practitioner administrator license unless the holder has been issued a proficient practitioner administration license in another position.

**(i) The holder of a principal emergency permit may qualify for a one (1) year extension based on the following:**

**(1) The applicant's written statement of the nature of the reason for the applicant's inability to complete the requirements for the regular license for the content area on the emergency permit. If caused by a medical condition of the applicant or a close family member, a written statement by a health professional describing the medical condition, must be included.**

**(2) A written statement from the applicant's Licensing Advisor supporting the extension based on verification that the individual was not able to complete the renewal requirement stated in Sec. 19(c) of this rule for reasons beyond the candidate's control.**

**(3) An application for the emergency permit.**

**(4) The established fee for the issuance of the permit.**

**(5) The applicant's Social Security number.**

**(6) A limited criminal history record on the applicant which complies with**

**IC 20-28-5-9.**

- (7) Verification from the employing school superintendent certifying that there is no fully certified and highly qualified educator available for the position and that the applicant is the best qualified candidate for the position.**
- (8) The total number of years that a person can hold an emergency permit may not exceed five (5) years.**

*(Advisory Board of the Division of Professional Standards; 515 IAC 9-1-21; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1177)*

515 IAC 9-1-22 Emergency permits for director of career and technical education

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 22. (a) An emergency permit for director of career and technical education issued after July 1, 2004, is valid only for the school year during which it is granted and expires July 31 of the school year for which it is issued.

(b) To qualify for an emergency permit for director of career and technical education, the applicant must submit the following:

- (1) An application for an emergency permit for director of career and technical education submitted by an employing school superintendent.
- (2) The established fee for the issuance of the license.
- (3) The license being renewed, if applicable.
- (4) Any required evidence of the applicant's criminal history, including fingerprints and Social Security number.
- (5) All necessary evidence of eligibility.
- (6) Any additional documentation as required by law.
- (7) An official transcript showing successful completion of a baccalaureate degree from an institution approved by the board.
- (8) Verification of one (1) of the following:
  - (A) A valid proficient practitioner career and technical education license instructional license with two (2) years of full-time teaching experience in a career and technical education classroom.
  - (B) A valid proficient practitioner workplace specialist license and a bachelor's degree or higher.
  - (C) A valid standard, provisional, or professional teaching license in career and technical education and two (2) years of full-time teaching experience in a career and technical education classroom.
  - (D) A license equivalent to the proficient practitioner career and technical education license in another state with two (2) years of full-time teaching experience in a career and technical education classroom.
  - (E) An occupational specialist II or III with a bachelor's degree or higher and two (2) years of full-time teaching experience in an accredited vocational school in the grade level and vocational education content area listed on the license.
  - (F) A proficient practitioner license as a superintendent or building level

administrator.

(G) A proficient practitioner license as a school counselor and any instructional proficient practitioner license.

(H) A standard or provisional superintendent's license with two (2) years of full-time experience as a superintendent or assistant superintendent in an accredited P-12 school district.

(I) A standard or provisional secondary administration and supervision license with two (2) years of full-time experience as a principal or assistant principal in an accredited junior high school, middle school, or high school.

(J) A valid proficient practitioner business education or technology education instructional license.

(K) A standard or provisional school counseling license with two (2) years of full-time experience as a school counselor and any standard or provisional teaching license with two (2) years of full-time teaching experience as a teacher in an accredited K-12 school.

(L) A standard or provisional business education or industrial technology license with two (2) years of full-time experience as a business education or industrial technology teacher in an accredited junior high school, middle school, or high school.

(9) Verification from the employing school superintendent certifying an emergency need for the position of career and technical education director and that the applicant has been assigned a mentor as defined by the school district.

(10) Verification from the licensing advisor where the program will be completed that the candidate has enrolled in an approved program for director of career and technical education and has a plan for completion of the program as verified by the licensing advisor.

(11) An application for an emergency permit for director of career and technical education must be submitted after July 1 of the school year requested, but no later than twelve (12) weeks after the director of career and technical education begins actual service. The emergency permit for director of career and technical education must be submitted no later than April 15 of the school year requested.

(c) The emergency permit for director of career and technical education may be renewed at the request of the employing school superintendent every year upon completion of six (6) semester hours of course work directed toward an administrator license as a director of career and technical education or verification of appropriate progress by the licensing advisor where the applicant is completing an approved program.

(d) The renewal of an emergency permit for director of career and technical education requires the recommendation of the Indiana licensing advisor at the institution where the course work toward a planned program was completed.

(e) The emergency permit for director of career and technical education may be renewed up to two (2) times.

(f) An applicant may earn a one-time nonrenewable emergency permit for continuing education if they can verify that they have not been employed as a full-time or part-time teacher, administrator, or school services personnel, not including substitute teacher, at any time three (3) years before the date of application.



(g) The holder of the emergency permit for director of career and technical education is required to successfully complete all assessments unless they have already been successfully completed.

(h) Upon completion of the requirements, the holder of the emergency permit for director of career and technical education will be issued an initial practitioner administrator license unless the holder has been issued a proficient practitioner administration license in another position.

**(i) The holder of a director of career and technical education emergency permit may qualify for a one (1) year extension based on the following:**

- (1) The applicant's written statement of the nature of the reason for the applicant's inability to complete the requirements for the regular license for the content area on the emergency permit. If caused by a medical condition of the applicant or a close family member, a written statement by a health professional describing the medical condition, must be included.**
- (2) A written statement from the applicant's Licensing Advisor supporting the extension based on verification that the individual was not able to complete the renewal requirement stated in Sec. 19(c) of this rule for reasons beyond the candidate's control,.**
- (3) An application for the emergency permit.**
- (4) The established fee for the issuance of the permit.**
- (5) The applicant's Social Security number.**
- (6) A limited criminal history record on the applicant which complies with IC 20-28-5-9.**
- (7) Verification from the employing school superintendent certifying that there is no fully certified and highly qualified educator available for the position and that the applicant is the best qualified candidate for the position.**
- (8) The total number of years that a person can hold an emergency permit may not exceed five (5) years.**

*(Advisory Board of the Division of Professional Standards; 515 IAC 9-1-22; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1178; filed Dec 30, 2004, 4:24 p.m.: 28 IR 1479)*

515 IAC 9-1-23 Emergency permits for director of curriculum and instruction

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 23. (a) An emergency permit for director of curriculum and instruction issued after July 1, 2004, is valid only for the school year during which it is granted and expires July 31 of the school year for which it is issued.

(b) To qualify for an emergency permit for director of curriculum and instruction, the applicant must submit:

- (1) An application for an emergency permit for director of curriculum and instruction submitted by an employing school superintendent.
- (2) The established fee for the issuance of the license.
- (3) The license being renewed, if applicable.

- (4) Any required evidence of the applicant's criminal history, including fingerprints and Social Security number.
  - (5) All necessary evidence of eligibility.
  - (6) Any additional documentation, as required by law.
  - (7) An official transcript showing successful completion of a baccalaureate degree from an institution approved by the board.
  - (8) Verification of a valid proficient practitioner instructional license, a valid standard, provisional, or professional teaching license with two (2) years of full-time teaching experience.
  - (9) Verification from the employing school superintendent certifying an emergency need for the position of director of curriculum and instruction and that the applicant has been assigned a mentor as defined by the school district.
  - (10) Verification from the licensing advisor where the program will be completed that the candidate has enrolled in an approved program for director of curriculum and instruction and has a plan for completion of the program as verified by the licensing advisor. and
  - (11) An application for an emergency permit for director of curriculum and instruction must be submitted after July 1 of the school year requested, but no later than twelve (12) weeks after the director of curriculum and instruction begins actual service. The emergency permit for director of curriculum and instruction must be submitted no later than April 15 of the school year requested.
- (c) The emergency permit for director of curriculum and instruction may be renewed at the request of the employing school superintendent every year upon completion of six (6) semester hours of course work directed toward an administrator license as a director of curriculum and instruction or verification of appropriate progress by the licensing advisor where the applicant is completing an approved program.
- (d) The renewal of an emergency permit for director of curriculum and instruction requires the recommendation of the Indiana licensing advisor at the institution where the course work toward a planned program was completed.
- (e) The emergency permit for director of curriculum and instruction may be renewed up to two (2) times.
- (f) An applicant may earn a one-time nonrenewable emergency permit for continuing education if they can verify that they have not been employed as a full- or part-time teacher, administrator, or school services personnel, not including substitute teacher, at any time three (3) years prior to the date of application.
- (g) The holder of the emergency permit for director of curriculum and instruction is required to successfully complete all assessments unless they have already been successfully completed.
- (h) Upon completion of the requirements, the holder of the emergency permit for director of curriculum and instruction will be issued an initial practitioner administrator license unless the holder has been issued a proficient practitioner administration license in another position.
- (i) The holder of a director of curriculum and instructional emergency permit may qualify for a one (1) year extension based on the following:**
- (1) The applicant's written statement of the nature of the reason for the applicant's inability to complete the requirements for the regular license**

**for the content area on the emergency permit. If caused by a medical condition of the applicant or a close family member, a written statement by a health professional describing the medical condition, must be included.**

- (2) A written statement from the applicant's Licensing Advisor supporting the extension based on verification that the individual was not able to complete the renewal requirement stated in Sec. 19(c) of this rule for reasons beyond the candidate's control,.**
- (3) An application for the emergency permit.**
- (4) The established fee for the issuance of the permit.**
- (5) The applicant's Social Security number.**
- (6) A limited criminal history record on the applicant which complies with IC 20-28-5-9.**
- (7) Verification from the employing school superintendent certifying that there is no fully certified and highly qualified educator available for the position and that the applicant is the best qualified candidate for the position.**
- (8) The total number of years that a person can hold an emergency permit may not exceed five (5) years.**

*(Advisory Board of the Division of Professional Standards; 515 IAC 9-1-23; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1179)*

515 IAC 9-1-24 Emergency permits for director of exceptional needs

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 24. (a) An emergency permit for director of exceptional needs issued after July 1, 2004, is valid only for the school year during which it is granted and expires July 31 of the school year for which it is issued.

(b) To qualify for an emergency permit for director of exceptional needs, the applicant must submit:

- (1) An application for an emergency permit for director of exceptional needs submitted by an employing school superintendent.
- (2) The established fee for the issuance of the license.
- (3) The license being renewed, if applicable.
- (4) Any required evidence of the applicant's criminal history, including fingerprints and Social Security number.
- (5) All necessary evidence of eligibility.
- (6) Any additional documentation, as required by law.
- (7) An official transcript showing successful completion of a baccalaureate degree from an institution approved by the board.
- (8) Verification of one (1) the following:
  - (A) A valid exceptional needs proficient practitioner instructional license or a valid communication disorders proficient practitioner instructional license with two (2) years of full-time teaching experience in an exceptional needs program.

- (B) A proficient practitioner school services license in school psychology with two (2) years of full-time experience in an exceptional needs program.
- (C) A valid special education standard or provisional with two (2) years of full-time teaching experience in an exceptional needs program or professional teaching license in exceptional needs. or
- (D) A valid school services personnel license with school psychology or speech, language, and hearing clinician and two (2) years of full-time experience in an exceptional needs program.

(9) Verification from the employing school superintendent certifying an emergency need for the position of director of exceptional needs and that the applicant has been assigned a mentor as defined by the school district.

(10) Verification from the licensing advisor where the program will be completed that the candidate has enrolled in an approved program for director of exceptional needs and has a plan for completion of the program as verified by the licensing advisor. and

(11) An application for an emergency permit for director of exceptional needs must be submitted after July 1 of the school year requested, but no later than twelve (12) weeks after the director of exceptional needs begins actual service. The emergency permit for director of exceptional needs must be submitted no later than April 15 of the school year requested.

(c) The emergency permit for director of exceptional needs may be renewed at the request of the employing school superintendent every year upon completion of six (6) semester hours of course work directed toward an administrator license as a director of exceptional needs or verification of appropriate progress by the licensing advisor where the applicant is completing an approved program.

(d) The renewal of an emergency permit for director of exceptional needs requires the recommendation of the Indiana licensing advisor at the institution where the course work toward a planned program was completed.

(e) The emergency permit for director of exceptional needs may be renewed up to two (2) times.

(f) An applicant may earn a one-time nonrenewable emergency permit for continuing education if they can verify that they have not been employed as a full- or part-time teacher, administrator, or school services personnel, not including substitute teacher, at any time three (3) years prior to the date of application.

(g) The holder of the emergency permit for director of exceptional needs is required to successfully complete all assessments unless they have already been successfully completed.

(h) Upon completion of the requirements, the holder of the emergency permit for director of exceptional needs will be issued an initial practitioner administrator license unless the holder has been issued a proficient practitioner administration license in another position.

**(i) The holder of a director of exceptional needs emergency permit may qualify for a one (1) year extension based on the following:**

- (1) The applicant's written statement of the nature of the reason for the applicant's inability to complete the requirements for the regular license for the content area on the emergency permit. If caused by a medical**

**condition of the applicant or a close family member, a written statement by a health professional describing the medical condition, must be included.**

- (2) A written statement from the applicant's Licensing Advisor supporting the extension based on verification that the individual was not able to complete the renewal requirement stated in Sec. 19(c) of this rule for reasons beyond the candidate's control,.**
- (3) An application for the emergency permit.**
- (4) The established fee for the issuance of the permit.**
- (5) The applicant's Social Security number.**
- (6) A limited criminal history record on the applicant which complies with IC 20-28-5-9.**
- (7) Verification from the employing school superintendent certifying that there is no fully certified and highly qualified educator available for the position and that the applicant is the best qualified candidate for the position.**
- (8) The total number of years that a person can hold an emergency permit may not exceed five (5) years.**

*(Advisory Board of the Division of Professional Standards; 515 IAC 9-1-24; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1180)*

515 IAC 9-1-25 Emergency permits for assistant superintendent

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 25. (a) An emergency permit for assistant superintendent issued after July 1, 2004, is valid only for the school year during which it is granted and expires July 31 of the school year for which it is issued.

(b) To qualify for an emergency permit for assistant superintendent, the applicant must submit:

- (1) An application for an emergency permit for assistant superintendent submitted by an employing school superintendent.
- (2) The established fee for the issuance of the license.
- (3) The license being renewed, if applicable.
- (4) Any required evidence of the applicant's criminal history, including fingerprints and Social Security number.
- (5) All necessary evidence of eligibility.
- (6) Any additional documentation, as required by law.
- (7) An official transcript showing successful completion of a baccalaureate degree from an institution approved by the board.
- (8) Verification of a valid proficient practitioner instructional license, a valid standard, provisional, or professional teaching license with two (2) years of full-time teaching experience.
- (9) Verification from the employing school superintendent certifying an emergency need for the position of assistant superintendent and that the applicant has been assigned a mentor as defined by the school district.

- (10) Verification from the licensing advisor where the program will be completed that the candidate has enrolled in an approved program for assistant superintendent and has a plan for completion of the program as verified by the licensing advisor. and
- (11) An application for an emergency permit for assistant superintendent must be submitted after July 1 of the school year requested, but no later than twelve (12) weeks after the assistant superintendent begins actual service. The emergency permit for assistant superintendent must be submitted no later than April 15 of the school year requested.
- (c) The emergency permit for assistant superintendent may be renewed at the request of the employing school superintendent every year upon completion of six (6) semester hours of course work directed toward an administrator license as an assistant superintendent or verification of appropriate progress by the licensing advisor where the applicant is completing an approved program.
- (d) The renewal of an emergency permit for assistant superintendent requires the recommendation of the Indiana licensing advisor at the institution where the course work toward a planned program was completed.
- (e) The emergency permit for assistant superintendent may be renewed up to two (2) times.
- (f) An applicant may earn a one-time nonrenewable emergency permit for continuing education if they can verify that they have not been employed as a full- or part-time teacher, administrator, or school services personnel, not including substitute teacher, at any time three (3) years prior to the date of application.
- (g) The holder of the emergency permit for assistant superintendent is required to successfully complete all assessments unless they have already been successfully completed.
- (h) Upon completion of the requirements, the holder of the emergency permit for assistant superintendent and instruction will be issued an initial practitioner administrator license unless the holder has been issued a proficient practitioner administration license in another position.
- (i) The holder of an assistant superintendent emergency permit may qualify for a one (1) year extension based on the following:**
- (1) The applicant's written statement of the nature of the reason for the applicant's inability to complete the requirements for the regular license for the content area on the emergency permit. If caused by a medical condition of the applicant or a close family member, a written statement by a health professional describing the medical condition, must be included.**
  - (2) A written statement from the applicant's Licensing Advisor supporting the extension based on verification that the individual was not able to complete the renewal requirement stated in Sec. 19(c) of this rule for reasons beyond the candidate's control.**
  - (3) An application for the emergency permit.**
  - (4) The established fee for the issuance of the permit.**
  - (5) The applicant's Social Security number.**
  - (6) A limited criminal history record on the applicant which complies with**

**IC 20-28-5-9.**

- (7) Verification from the employing school superintendent certifying that there is no fully certified and highly qualified educator available for the position and that the applicant is the best qualified candidate for the position.**
- (8) The total number of years that a person can hold an emergency permit may not exceed five (5) years.**

*(Advisory Board of the Division of Professional Standards; 515 IAC 9-1-25; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1181)*

**515 IAC 9-1-26 Emergency permits for school counselor**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 26. (a) An emergency permit for school counselor issued after July 1, 2004, is valid only for the school year during which it is granted and expires July 31 of the school year for which it is issued.

(b) To qualify for an emergency permit for school counselor, the applicant must submit:

- (1) An application for an emergency permit for school counselor submitted by an employing school superintendent.
- (2) The established fee for the issuance of the license.
- (3) The license being renewed, if applicable.
- (4) Any required evidence of the applicant's criminal history, including fingerprints and Social Security number.
- (5) All necessary evidence of eligibility.
- (6) Any additional documentation, as required by law.
- (7) An official transcript showing successful completion of a baccalaureate degree from an institution approved by the board.
- (8) Verification from the employing school superintendent certifying an emergency need for the position of school counselor and that the applicant has been assigned a mentor as defined by the school district.
- (9) Verification from the licensing advisor where the program will be completed that the candidate has enrolled in an approved program for school counselor and has a plan for completion of the program. and
- (10) An application for an emergency permit for school counselor must be submitted after July 1 of the school year requested, but no later than twelve (12) weeks after the school counselor begins actual service. The emergency permit for school counselor must be submitted no later than April 15 of the school year requested.

(c) The emergency permit for school counselor may be renewed at the request of the employing school superintendent every year upon completion of six (6) semester hours of course work directed toward an *[sic.]* school counselor license or verification of appropriate progress by the licensing advisor where the applicant is completing an approved program.

(d) The renewal of an emergency permit for school counselor requires the

recommendation of the Indiana licensing advisor at the institution where the course work toward a planned program was completed.

(e) The emergency permit for school counselor may be renewed up to two (2) times.

(f) An applicant may earn a one-time nonrenewable emergency permit for continuing education if they can verify that they have not been employed as a full- or part-time teacher, administrator, or school services personnel, not including substitute teacher, at any time three (3) years prior to the date of application.

(g) The holder of the emergency permit for school counselor is required to successfully complete all assessments.

(h) Upon completion of the requirements, the holder of the emergency permit for school counselor will be issued an initial practitioner school services license for school counselor.

**(i) The holder of a school counselor emergency permit may qualify for a one (1) year extension based on the following:**

- (1) The applicant's written statement of the nature of the reason for the applicant's inability to complete the requirements for the regular license for the content area on the emergency permit. If caused by a medical condition of the applicant or a close family member, a written statement by a health professional describing the medical condition, must be included.**
- (2) A written statement from the applicant's Licensing Advisor supporting the extension based on verification that the individual was not able to complete the renewal requirement stated in Sec. 19(c) of this rule for reasons beyond the candidate's control,.**
- (3) An application for the emergency permit.**
- (4) The established fee for the issuance of the permit.**
- (5) The applicant's Social Security number.**
- (6) A limited criminal history record on the applicant which complies with IC 20-28-5-9.**
- (7) Verification from the employing school superintendent certifying that there is no fully certified and highly qualified educator available for the position and that the applicant is the best qualified candidate for the position.**
- (8) The total number of years that a person can hold an emergency permit may not exceed five (5) years.**

*(Advisory Board of the Division of Professional Standards; 515 IAC 9-1-26; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1181)*

\*

*(Advisory Board of the Division of Professional Standards; 515 IAC 9-1-19.)*